State of Wisconsin

Department of Administration

Inter Unit Billing

Job Aid

Version 1.0

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PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in Inter Unit Billing processing. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

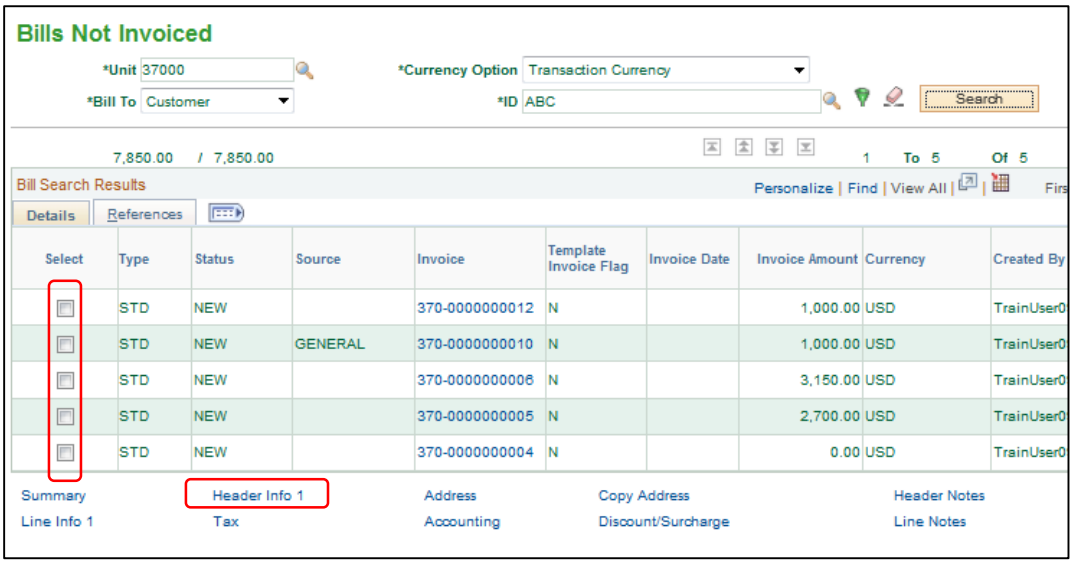
The key activities involved in the Inter Unit Billing process are:

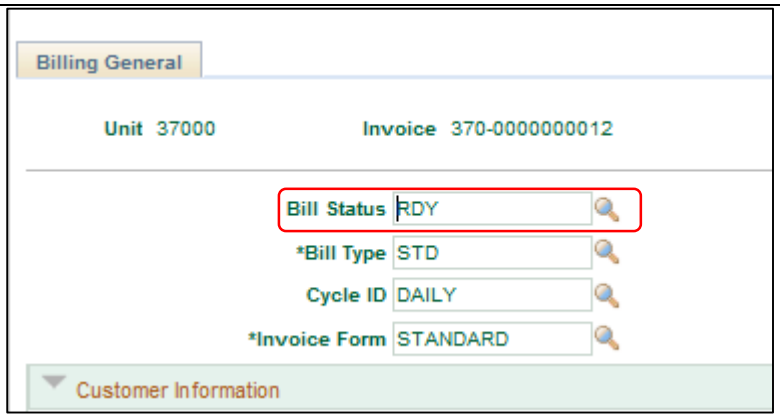
- Activity 1: Status Changes
- Activity 2: Review and Correct Interfaced Data
- Activity 3: Navigation to Review Accounting Entries
- Activity 4: Splitting and Cancelling Distribution Lines

ACTIVITY 1: STATUS CHANGES

Manually Changing Bill Status Steps

Scenario: An invoice has to be generated before the next scheduled **Automatic Batch Process**. Before the invoice can be created, the bills need to be changed to **RDY** status. Follow the steps below to manually change the status of bills.

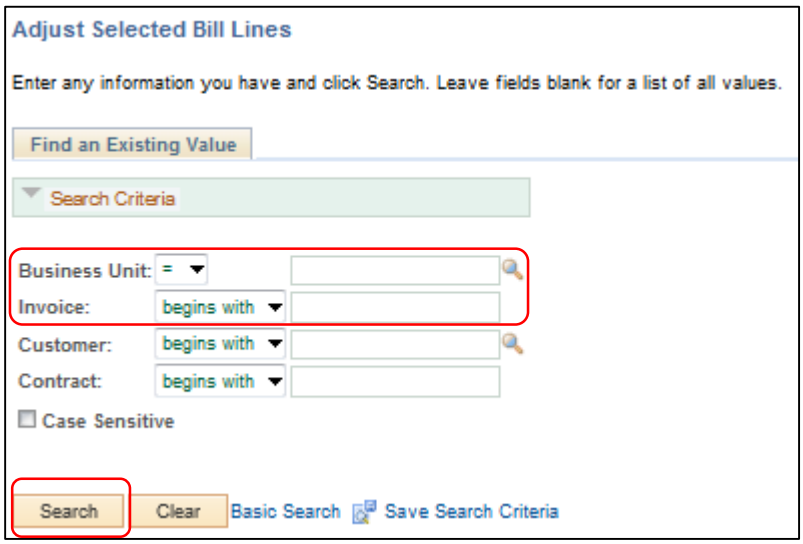
Step	Action
1.	In the Main Menu, navigate to: **Billing > Locate Bills > Bills Not Invoiced**
2.	Select **Customer** in **Bill To** drop-down selection and enter **Customer ID** in ID Field. Click **Search**.
3.	A list of bills not yet invoiced will appear. Select bills with **NEW Status** and click the **Header Info 1** link at the bottom left of the screen, which will direct you to the **Billing General** page. 
4.	In the **Billing General** page, change the **Bill Status** to **RDY** in the drop-down selection.

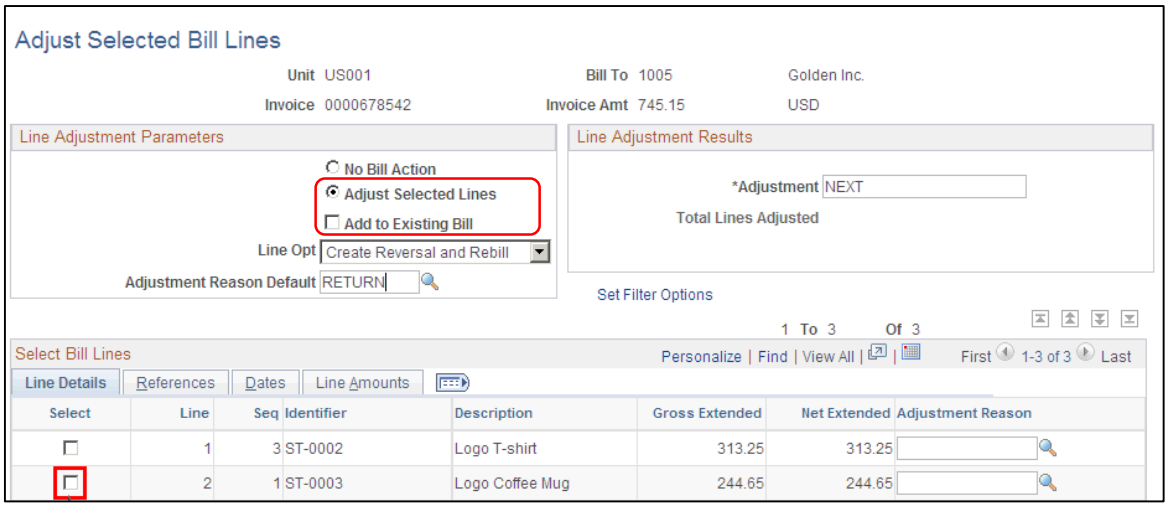
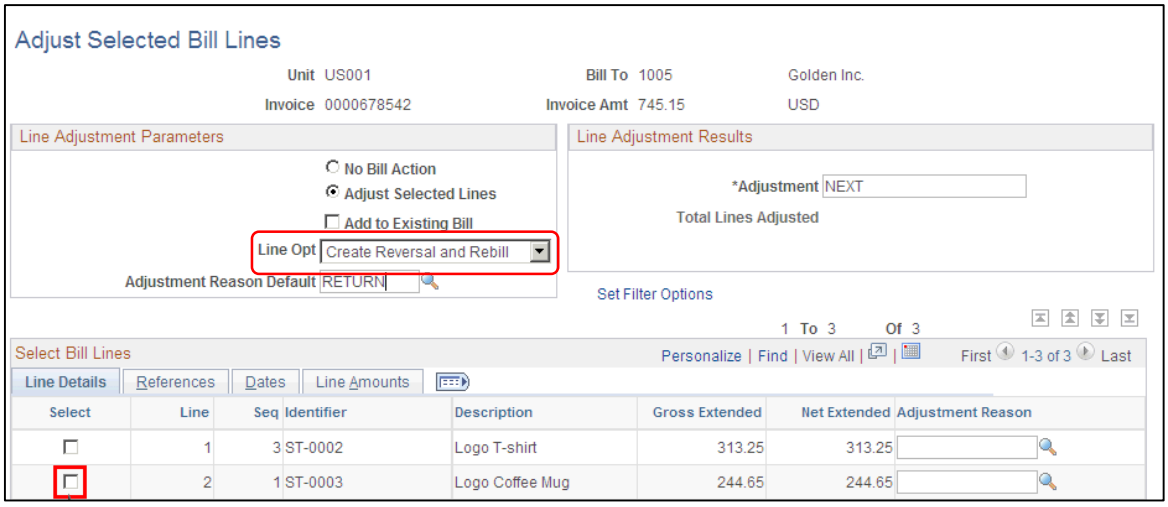
	 Click **Save**.

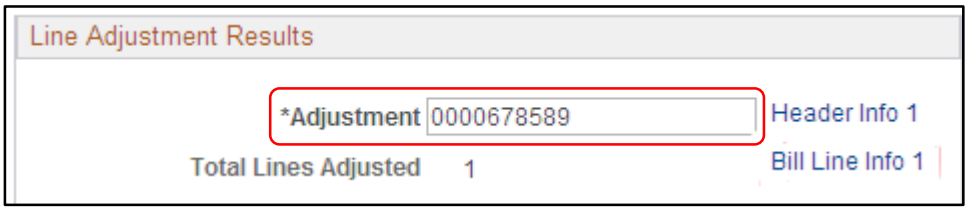
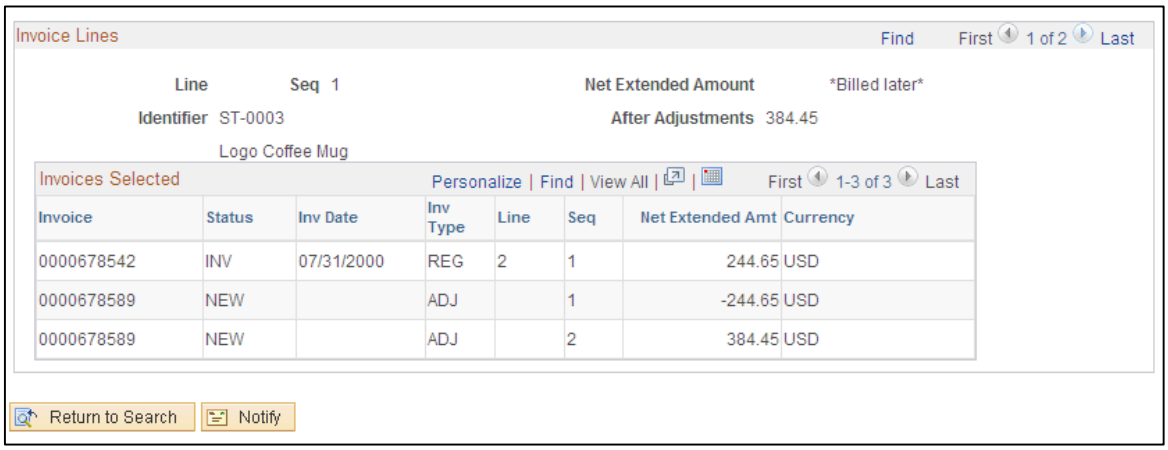
Status Changes Procedure Steps

While adjusting an entire bill can be useful, sometimes a bill only needs adjustments within its lines. Use the steps below to make adjustments to invoices in selected bill lines.

Adjustments in bill lines can either be added to an existing bill or reversed. You can choose to apply the adjustment line to an existing bill in the **Adjust Selected Bill Lines** page.

Step	Action
1.	Navigate to: **Billing > Maintain Bills > Adjust Selected Bill Lines**
2.	Enter **Business Unit** and **Invoice ID,** then click **Search**. 

3.	Select **Adjust Selected Lines** option in **Line Adjustment Parameters.** If the adjustment line will be added to an existing bill, check the **Add to Existing Bill** checkbox illustrated below: 
4.	The **Line Opt** drop-down menu lets you select one of three options by which to adjust bill line: 1. Create Net Adjustment 2. Create Reversal and Billing 3. Credit Line Select the appropriate option. 
5.	Select bill line that you want to adjust in **Select Bill Lines** section
6.	Click **Save** at the bottom of the page. The **Adjustment** field in the **Line Adjustment Results** section is automatically populated with a system-

	generated **Invoice ID** when saving and when the adjustment is not being applied to an existing bill. 
7.	Invoice bill lines have been adjusted. Follow the subsequent steps to review adjustments made.
8.	Navigate to **Billing > Review Billing Information > Review Line History** to review summary of adjustments to a particular bill.
9.	Enter the **Invoice ID** of the adjusted bill you obtained in Step 6, or enter the ID of the existing bill to which adjustment lines were added if adjustments were added to an existing bill, and click **Search**.
10.	Use the **Adjustment Line Summary** and **Adjustment Line History** to view details of each bill line, including all adjustments made. 

ACTIVITY 2: REVIEW AND CORRECT INTERFACED DATA

Description

Use the steps below to locate bills pending invoicing and processing and make any necessary updates.

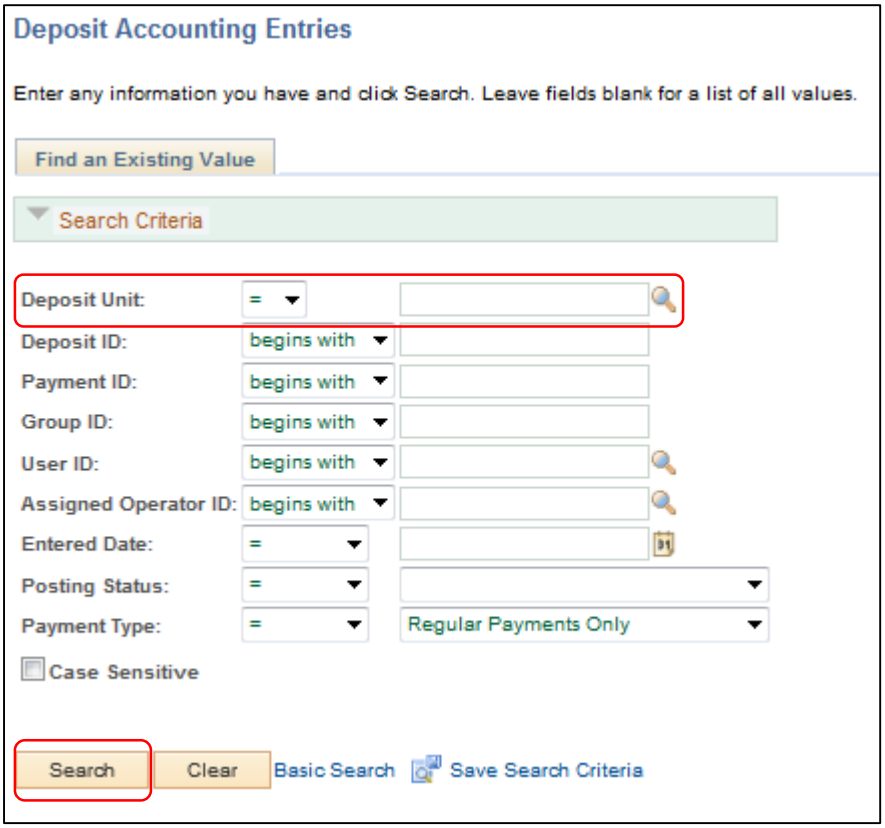
Scenario: Follow the steps explained below to review pending transactions in interfaced data and modify and edit as necessary.

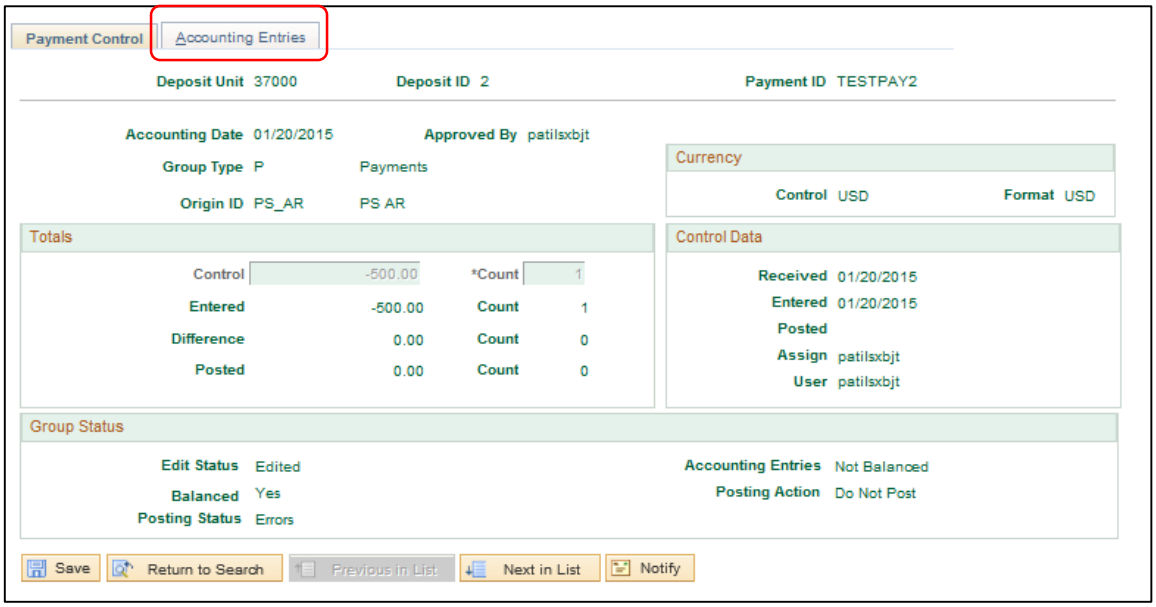
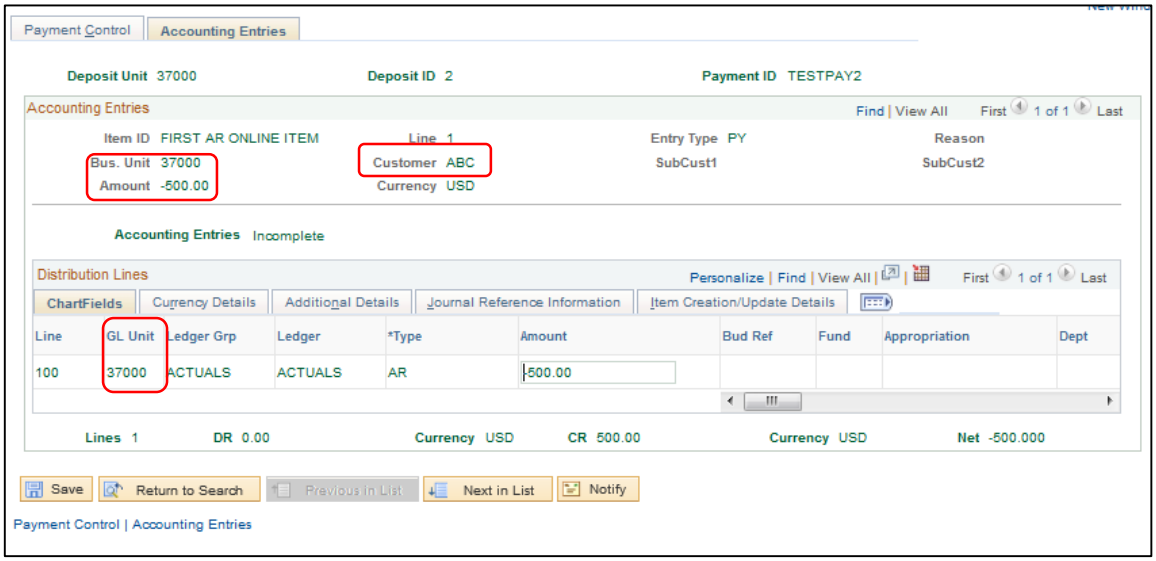
Step	Action
1.	Navigate to: **Billing > Interface Transactions > Review Pending Transactions** Enter **Interface ID.**
2.	In the **Interface Bill** page, verify the **LoadStatus** field to see the displayed status. Errors will display as **ERR**.
3.	Navigate to: **Billing > Interface Transactions > Correct Interface Errors** Modify values and fields that needed to be corrected. Click **Save** to save any changes.

ACTIVITY 3: REVIEWING ACCOUNTING ENTRIES

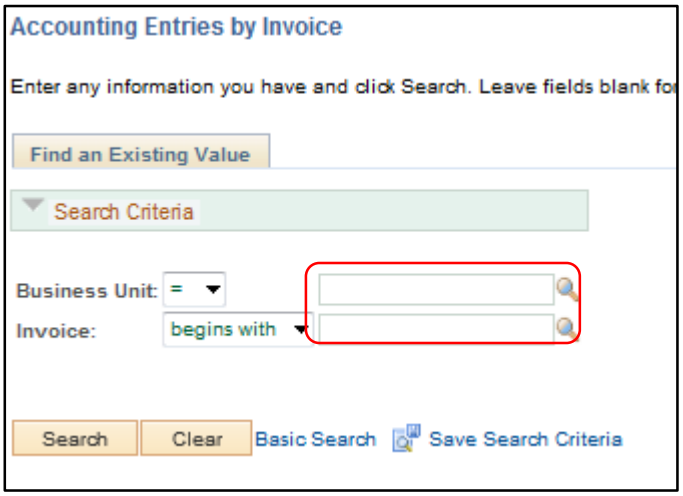
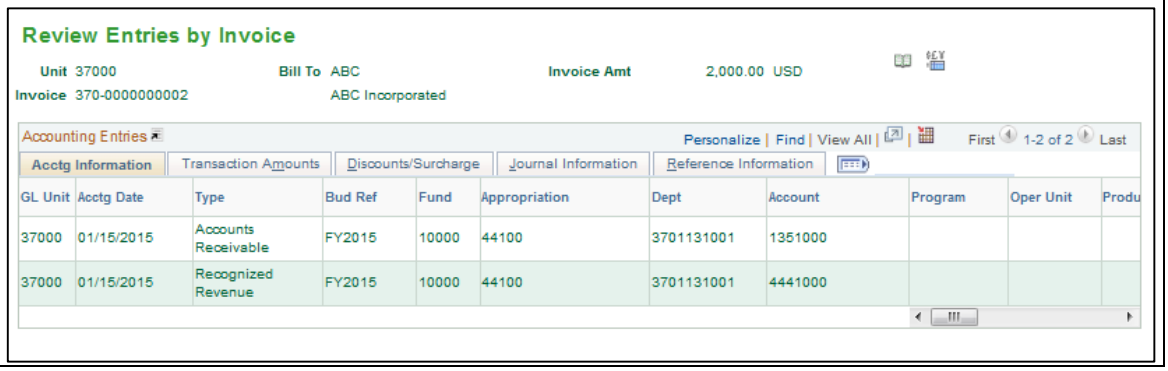
Reviewing Accounting Entries Procedure Steps

Sometimes data from deposits need to be retrieved or reviewed for several purposes, such as verifying the inter unit bill is being charged to the correct GL unit. In the following activity, we cover how to review accounting entries to deposits in PeopleSoft. Please note that accounting entries can be reviewed for all bill types, regardless of invoice or payment status. Also note that some fields will be automatically populated depending on the customer and BU selected.

Step	Action
1.	Navigate to: **Accounts Receivable > Payments > Review Payments > Deposit Accounting Entries**  Enter **Deposit Unit** and/or other reference criteria to narrow your search results. Click **Search**.

2.	Select the **Accounting Entries** tab. 
3.	Review **Accounting Entries** and **Distribution Lines.** Here you can review total amounts, verify the correct GL Business Unit is being billed, and modify entries. Before the group can be posted, check to make sure that debits and credits are balanced.  Click **Save** to save any changes.

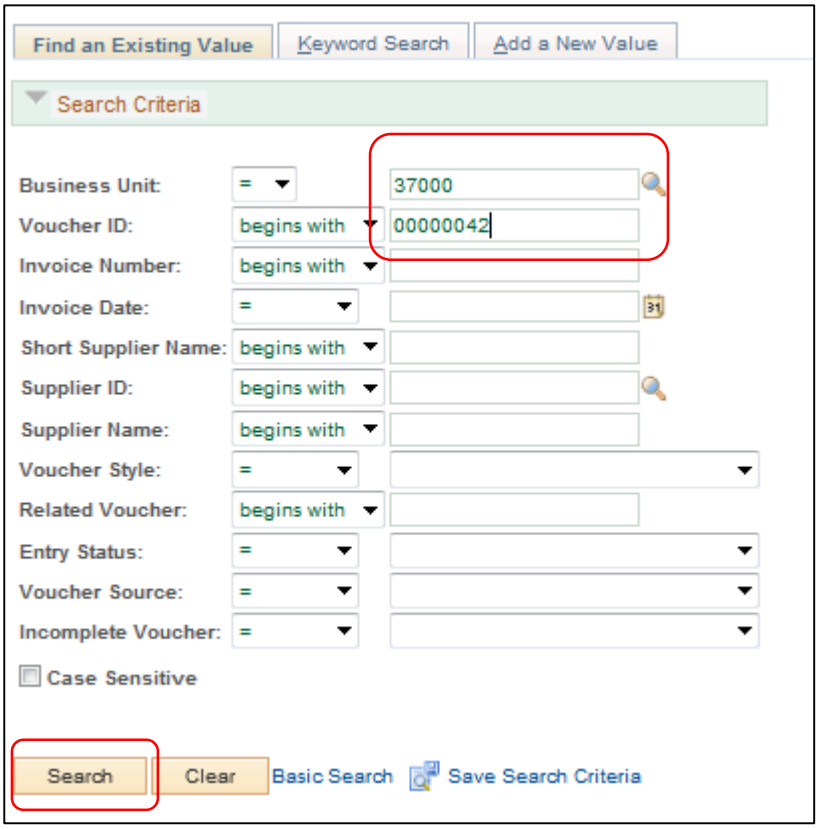
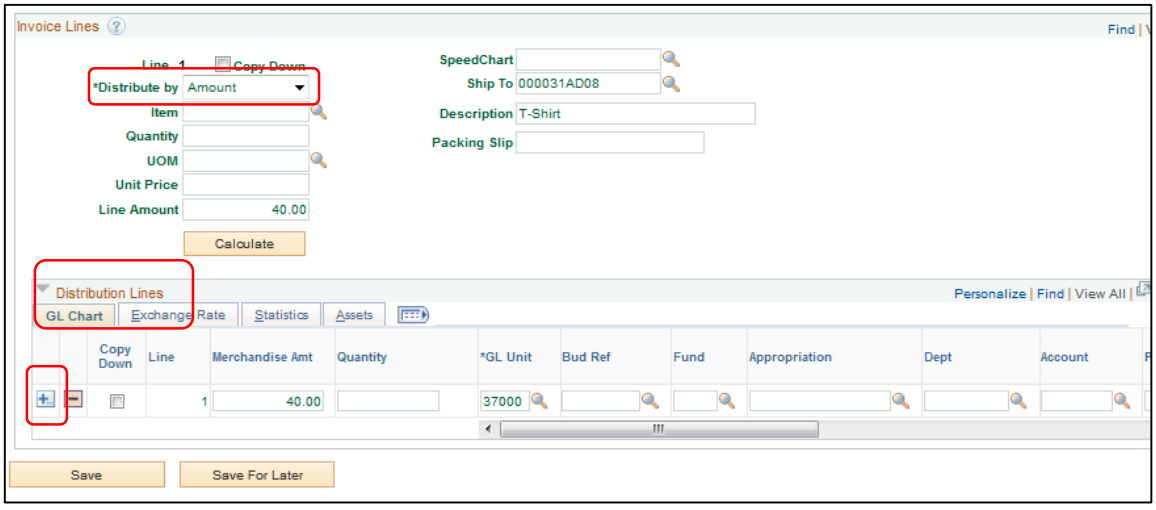
To review accounting entries by Invoice, similar steps apply. Please see the following steps to review accounting entries for invoiced bills.

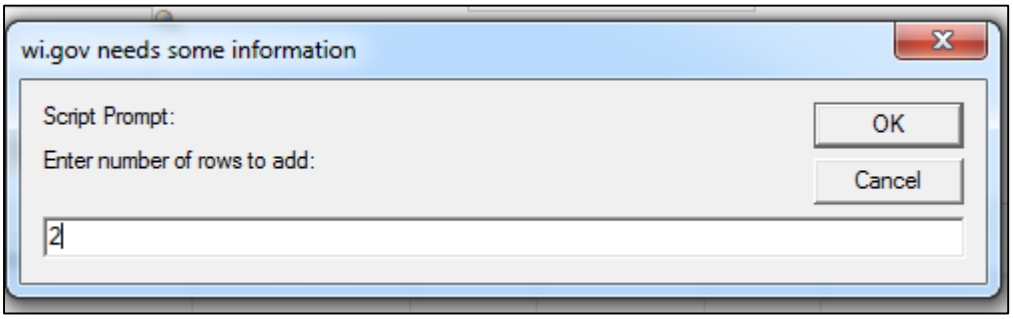
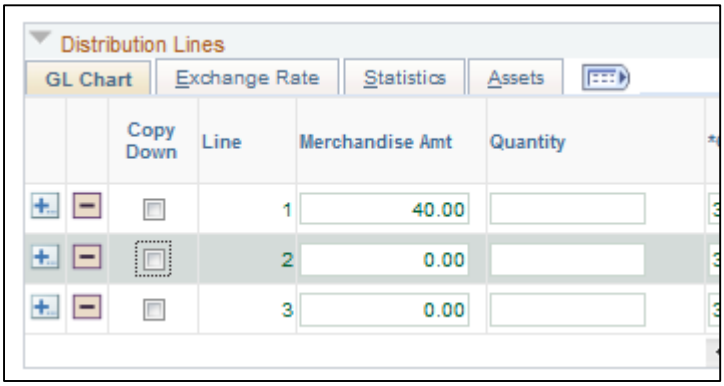
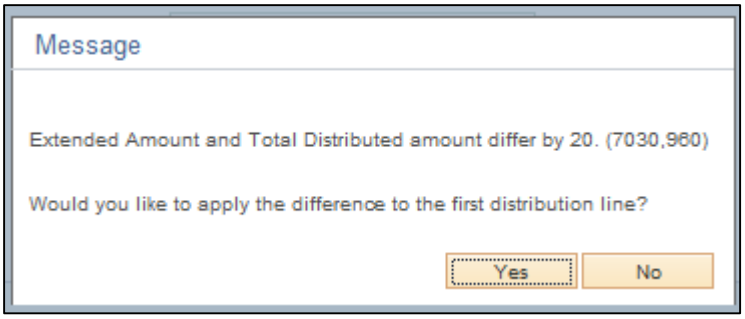
Step	Action
1.	Navigate to: **Billing > Review Billing Information > Review Entries by Invoice**  Enter **Business Unit** and/or other reference criteria to narrow your search results. Click **Search**.
2.	Review the **Accounting Entries** page. 

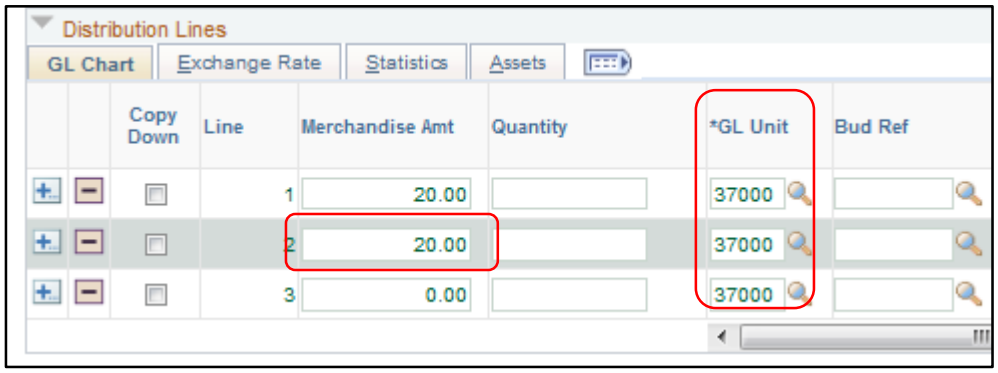
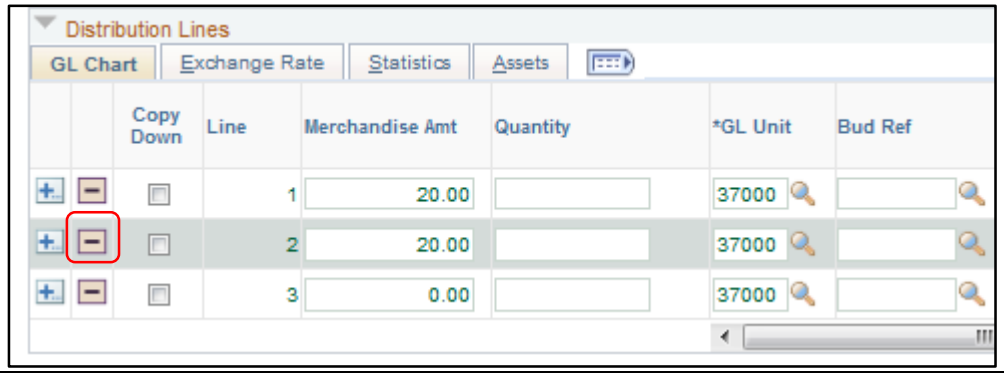
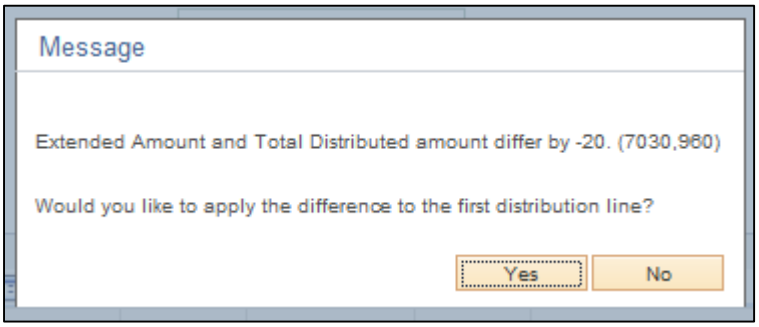
ACTIVITY 4: SPLITTING AND DELETING DISTRIBUTION LINES

Splitting and Deleting Distribution Lines Procedure Steps

Agencies can edit, split, and delete the distribution lines on the Voucher to control where the payment will come from, but the overall value cannot be altered. Splitting distribution lines can only occur in the Accounting Inter Unit Receivables process. Follow the steps below for guidance on splitting and deleting distribution lines to existing vouchers.

Step	Action
1.	Navigate to: **Accounts Payable > Vouchers > Add/Update > Voucher Search > Regular** Entry. Enter **Business Unit** and **Voucher ID**.  Enter **Deposit Unit** and/or other reference criteria to narrow your search results. Click **Search**.
2.	In the **Invoice Information** tab, locate the **Distribution Lines** section.  Make sure the **Distribute by** field is set to **Amount**. Click **+** (**Add Row)** next to distribution line to add a line item and begin splitting the amount.

3.	Specify the amount of rows you want to add on **Script Prompt** Window.  Click **OK.**
4.	The specified amount of rows will now display in the **Distribution Lines** section. 
5.	Enter the desired amounts in the added rows and click **Calculate**. If amounts do not equal original invoiced amount, the following screen will appear:  Click **Yes.**

6.	Enter the desired amounts and GL Business Units to be billed the distributed amount.  Click **Save**.
7.	To delete distribution lines, click **– (Delete Row)**. 
8.	If amounts were not updated to reflect original invoice amount, the following screen will appear:  Click **Yes**. Then, click **Save**.